

RESOLUTION NO. 2012-130

RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF ROCKLIN
ADOPTING RULES, REGULATIONS,
BENEFITS AND POLICIES RELATING TO EMPLOYEE RELATIONS BETWEEN
THE MANAGEMENT EMPLOYEES AND THE CITY AND
REPEALING RESOLUTION NO. 2011-112

The City Council of the City of Rocklin does resolve as follows:

Section 1. Resolution No. 2011-112 is hereby repealed.

Section 2. The following rules, regulations, benefits, and policies attached hereto as Exhibit A and by this reference incorporated herein shall govern the terms and conditions of employment for the Management Employees of the City of Rocklin and are hereby approved.

PASSED AND ADOPTED this 26th day of June, 2012, by the following vote:

AYES: Councilmembers: Magnuson, Ruslin, Hill, Yuill, Storey

NOES: Councilmembers: None

ABSENT: Councilmembers: None

ABSTAIN: Councilmembers: None

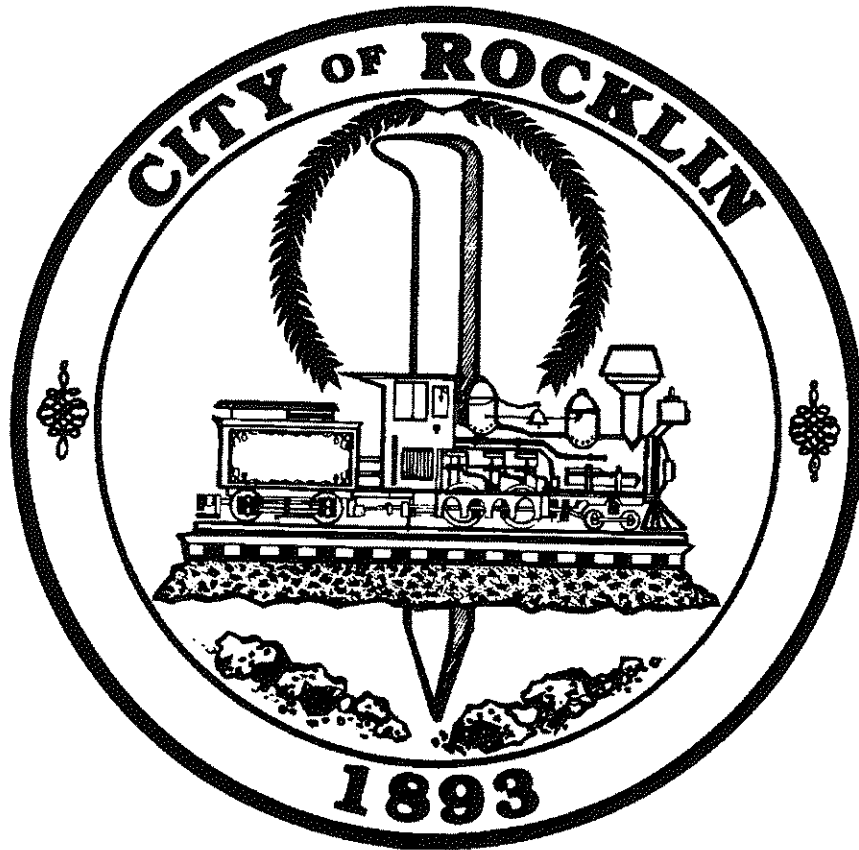


Brett Storey, Mayor

ATTEST:


Barbara Ivanusich, City Clerk

EXHIBIT A



CITY OF ROCKLIN

AND

ROCKLIN MANAGEMENT EMPLOYEES

July 1, 2012 – June 30, 2015

TABLE OF CONTENTS

SECTION I – GENERAL.....	3
ARTICLE 1. INTENT	3
ARTICLE 2. DURATION AND SUCCESSOR RESOLUTIONS.....	3
ARTICLE 3. EMPLOYEE RIGHTS	3
ARTICLE 4. SEPARABILITY	3
SECTION II – COMPENSATION	3
ARTICLE 5. COMPENSATION	3
SECTION III – BENEFITS	4
ARTICLE 6. HEALTH, DENTAL, VISION, LIFE, AND AD&D	4
ARTICLE 7. STATE DISABILITY INSURANCE	6
ARTICLE 8. FLEXIBLE SPENDING PLAN.....	6
ARTICLE 9. RETIREMENT BENEFITS	7
ARTICLE 10. DEFERRED COMPENSATION	7
ARTICLE 11. RETIREE HEALTH BENEFITS	8
SECTION IV – LEAVES	9
ARTICLE 12. VACATION	9
ARTICLE 13. HOLIDAYS	10
ARTICLE 14. SICK LEAVE	11
ARTICLE 15. MANAGEMENT LEAVE	12
ARTICLE 16. BEREAVEMENT LEAVE.....	13
ARTICLE 17. FAMILY CARE AND MEDICAL LEAVE.....	14
ARTICLE 18. MATERNITY LEAVE	15
ARTICLE 19. LEAVE OF ABSENCE WITHOUT PAY.....	16
ARTICLE 20. MANDATORY TIME OFF (MTO).....	17
SECTION V – MISCELLANEOUS TERMS AND CONDITIONS.....	19
ARTICLE 21. HOLIDAY FURLOUGH.....	19
ARTICLE 22. CITY MANAGER ADDITIONAL AUTHORITY	19

EXHIBIT A - SALARY SCHEDULE

CITY OF ROCKLIN AND ROCKLIN MANAGEMENT EMPLOYEES
RULES, REGULATIONS, BENEFITS, AND POLICIES
JULY 1, 2012 – JUNE 30, 2015

The City Council of the City of Rocklin hereby adopts the following rules, regulations, benefits, and policies; hereafter ("Document"):

SECTION I – GENERAL

ARTICLE 1. INTENT

This Document shall be the policy of administering the employee relations between the City of Rocklin, hereafter the "City" and the Management Employees of the City hereafter the "Employees," as those positions are identified in Exhibit A. All previous resolutions of the City Council in regard to salaries and benefits for Employees are hereby expressly superseded.

ARTICLE 2. DURATION AND SUCCESSOR RESOLUTIONS

This Document shall become effective as of July 1, 2012 and shall remain in effect through June 30, 2015 and for each fiscal year thereafter, until or unless said resolution shall be repealed or modified by the City Council.

ARTICLE 3. EMPLOYEE RIGHTS

The provisions of this Document shall be applied equally to all Employees without favor or discrimination because of race, color, creed, age, sex, sexual orientation, marital status, national origin, ancestry, political or religious opinions or affiliations, or physical or mental disability.

ARTICLE 4. SEPARABILITY

If any provision of this Document or if the application of such provision to any person or circumstances shall be held invalid, the remainder of this Document or the application of such provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.

SECTION II – COMPENSATION

ARTICLE 5. COMPENSATION

Salaries for the Employees covered by this Document shall be according to the form attached hereto as Exhibit A and by this reference incorporated herein. Employees

are exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) and are not eligible for overtime pay.

During the term of this Document, salaries for all classifications will be adjusted as follows:

Effective 7/1/12 1.5% Salary adjustment

Merit increases will be implemented on the Employee's salary anniversary date.

SECTION III – BENEFITS

ARTICLE 6. HEALTH, DENTAL, VISION, LONG-TERM DISABILITY, LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

A. Policy

1. The City will provide insurance benefits covering health, dental, vision, long-term disability, and life and accidental death and dismemberment for those Employees and dependents who are qualified in accordance with plan specifications.

2. Selection of Carriers.

The Employee shall choose their health insurance plan from those plans made available in this geographic area through the Health Benefits Division of the California Public Employees Retirement System (CalPERS). The dental, vision, long-term disability, and life and AD&D insurance plans shall be selected by the City. The City reserves the right to change carriers at any time, provided that the plan benefits to employees are substantially the same or better.

B. Benefits

1. Health Insurance

The Employee will pay any costs that exceed the City's contribution for health insurance.

The City will contribute a maximum of \$1,093.00 per month towards the cost of health insurance.

If another unit in the City negotiates a higher contribution towards health insurance during the term of this Document, the Employees will receive the same higher contribution.

2. Dental Insurance

The City shall pay the entire premium for family coverage under the dental plan.

3. Life and Accidental Death and Dismemberment Insurance

The City shall provide life insurance on each Employee in the amount of \$200,000 of basic life plus \$200,000 accidental death and dismemberment insurance. Employees will be responsible for any tax liability incurred as a result of the premiums paid by the City for these benefits.

Effective July 1, 2012, the City shall provide new Employees basic life and accidental death and dismemberment insurance in the amount herein specified. Employees will be responsible for any tax liability incurred as a result of the premiums paid by the City for these benefits.

City Manager	\$200,000
City Attorney	\$200,000
Range 29 (Directors/CFO)	\$200,000
Police/Fire Chief	\$200,000
Range 23 (Deputy Director)	\$100,000
Range 32 (Deputy Chief of Police)	\$100,000
All Other Management Personnel	\$50,000

4. Long-Term Disability Insurance

The City shall provide each Employee with long-term disability coverage at sixty percent (60%) of their salary up to a maximum benefit of \$6,000 per month with a ninety (90) day waiting period.

5. Vision Insurance

The City shall pay the entire premium for family coverage under the vision plan.

C. Health Coverage Reduction Incentive

1. Each Employee is eligible for full family coverage for health insurance. Should an Employee require less than full family coverage, he/she is eligible to participate in the cost savings with the City.

2. Employees who participate in the program must continue to maintain their coverage in the City's dental, vision, life and AD&D, and long term disability plans. Participation in these plans is required for all Employees ("Required Coverage – Employee Only").

3. Employees who choose to decline the City's health coverage must provide certification of other coverage. This certification must be filed with the Human Resources office.

4. Participants in the program will receive their share of the cost savings as taxable income.

5. Participants in the program will receive benefits as follows:

Family Coverage for dental & vision – no health	\$225/month
Required Coverage – Employee only	\$250/month
Full coverage for employee and 1 named dependent	\$75/month
Full coverage – employee only	\$175/month

6. In no event shall the Health Coverage Reduction Incentive, in combination with the current coverage expenditure for the individual employee, exceed the current health expenditure cap set forth in Section B.1 of this Article.

ARTICLE 7. STATE DISABILITY INSURANCE

The City shall pay the employee's contribution for State Disability Insurance.

ARTICLE 8. FLEXIBLE SPENDING PLAN

The City will make available to Employees a Flexible Spending Plan established pursuant to IRS Section 125. The plan allows eligible Employees to set aside up to four thousand dollars (\$4,000.00) per year pre-tax income to pay for costs associated with health insurance premiums and health costs not covered under the benefits plan. The plan also allows the Employees to set aside pre-tax income to pay the costs of child care and adult dependent care. Employees may choose to enroll in this plan each Fall for the coming calendar year. Participants in the plan must pay the monthly administrative cost by authorizing biweekly payroll deductions.

The City reserves the right to change carriers at any time, provided that plan benefits to Employees are substantially the same or better.

ARTICLE 9. RETIREMENT BENEFITS

A. The City will continue to contract with the State of California Public Employees Retirement System (CalPERS) for the 2% @ 55 plan for non-safety ("Miscellaneous") Employees and the 3% @ 50 plan for Safety Employees, with the following plan options:

- 1959 Survivors' Benefit, Third Option, Section 21573 (Sworn Fire Management only)
- 1959 Survivors' Benefit, Fourth Option, Section 21574 (all others excluding Sworn Fire Management)
- Credit for Unused Sick Leave, Section 20965
- One Year Final Compensation, Section 20042

B. The City shall contribute five and one half percent (5.5%) of salary towards the Employee's contribution for Miscellaneous members and seven and one half percent (7.5%) of salary towards the Employee's contribution for Safety Employees. The Employee shall contribute one and one half percent (1.5%) of his/her salary towards the individual Employee's retirement contribution.

C. For Employees hired on or after July 1, 2012, the City will contract with the State of California Public Employees Retirement System (CalPERS) for the 2% @ 60 plan for non-safety ("Miscellaneous") Employees and 3% @ 55 for Safety Employees with the following options:

- 1959 Survivors' Benefit, Third Option, Section 21573 (Sworn Fire Management only)
- 1959 Survivors' Benefit, Fourth Option, Section 21574 (all others excluding Sworn Fire Management)
- Credit for Unused Sick Leave, Section 20965
- Average of Three Highest Years of Service Compensation, Section 20037

D. Employees hired on or after July 1, 2012 will contribute the entire Employee's normal CalPERS member contribution of 7% for Miscellaneous Employees and 9% for Safety Employees.

ARTICLE 10. DEFERRED COMPENSATION

The City will contribute up to \$300.00 per month in matching funds for all Employees who participate in a City-sponsored deferred compensation program. Less than full-time employees will receive a proportionate benefit.

The City will contribute \$200.00 per month (no match required) for all non-safety Employees to a City-sponsored deferred compensation program. Less than full-time Employees will receive a proportionate benefit.

Employees hired on or after July 1, 2012 shall not be eligible for the City's contribution of funds for the City-sponsored deferred compensation program, but may individually participate in the deferred compensation program.

ARTICLE 11. RETIREE HEALTH BENEFITS

To be eligible to receive post-retirement health benefits, an Employee must complete at least five (5) years of CalPERS-credited service with the City. Employees who retire from the City after meeting the service requirement stated above and who have at least ten (10) years of CalPERS-credited service will receive a City contribution towards their post-retirement health benefits as follows:

<u>Total Credited Years of Service</u>	<u>% of City Contribution</u>
10	50 %
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100%

Employees who have CalPERS-credited service through other public agencies must complete at least five (5) years of service with the City and retire from the City to be eligible for post-retirement health benefits. However, once an Employee has completed five (5) years of service with the City of Rocklin, their eligibility for post-retirement health benefits will include all years of CalPERS-credited service.

Pursuant to Resolution No. 2003-91, the vesting requirements for post-retirement health benefits became effective May 1, 2003. Employees hired on or after May 1, 2003 shall be subject to the above post-retirement vesting schedule for health benefits. Employees hired prior to May 1, 2003 that qualify for post-retirement health benefits shall qualify for such benefits based on rules in effect prior to May 1, 2003, i.e., an employee that retires from the City of Rocklin and is eligible for PERS service

retirement shall receive 100% of the City's contribution towards their post-retirement health benefits as described in Article 6 – Health, Dental, Vision, LTD, Life and AD&D Insurance.

The employer contribution shall be equal to 100% on behalf of any retiree who retires for disability or who retires from service with the City with 20 or more years of service credit entirely with the City, regardless of the number of days after separation from employment, as provided by Government Code Section 22893(b) or any other Government Code Section which supersedes Government Code Section 22893(b).

SECTION IV – LEAVES

ARTICLE 12. VACATION

An Employee is not eligible to use vacation leave until he/she has completed six (6) months of service. Employees on a less than full time work schedule will accrue vacation on a prorated basis. Full time Employees, except Department Directors, will accrue vacation as outlined below.

<u>Year</u>	<u>Days/year</u>	<u>Maximum Accrual</u>
1	12 (1 day per month)	200 hours
2	13 (1.083 days per month)	200 hours
3	14 (1.1667 days per month)	200 hours
4	15 (1.25 days per month)	200 hours
5	17 (1.41667 days per month)	200 hours
10	20 (1.667 days per month)	220 hours
15	22 (1.833 days per month)	240 hours
20	24 (2 days per month)	280 hours

A. Excess leave accrued but not used by December 1 will be cashed out at the Employee's base rate and paid to the Employee in the pay period following the pay period which includes December 1. The City reserves the right to require the Employee to take time off to reduce the accrued leave to the maximum accrual in lieu of making a cash payment. If the City exercises its right to require the time off, the Employee must be allowed thirty (30) days to make arrangements.

B. After the first year of service, each Employee must take one vacation period of no less than five (5) consecutive workdays during a calendar year.

C. The City Manager shall have the authority to grant up to five (5) additional days of vacation annually (to equal a maximum of 17 days of each year) to any individual in any Management Unit position during their first four (4) years of service with the City. The City Manager shall also have the authority to credit five (5) days of vacation from the first year's accrual as of the first day of employment.

D. Department Directors shall be entitled to no less than twenty (20) days (1.667 days per month) of vacation per year, regardless of their date of hire.

E. If an Employee receives a higher accrual rate as stated in C or D above, the Employees' accrual rate will not increase until their years of service entitle them to a higher accrual rate according to the schedules included in this Document.

ARTICLE 13. HOLIDAYS

During the term of this Document, the City will recognize the holidays as hereby specified.

New Year's Day	January 1
Martin Luther King Day	Designated Monday
President's Day	Designated Monday
Memorial Day	Designated Monday
Independence Day	July 4
Labor Day	Designated Monday
Veteran's Day	November 11
Thanksgiving	Designated Thursday
Thanksgiving Friday	Designated Friday
Christmas Day	December 25
Floating Holiday	Two days each calendar year

Holidays occurring on a Saturday will be observed on the preceding Friday. Holidays occurring on a Sunday will be observed on the succeeding Monday.

Floating Holidays

Floating Holidays must be scheduled by the Employee and approved by the supervisor at least forty-eight (48) hours in advance. Floating holidays must be taken in full day increments. Any floating holiday not used by the end of a calendar year will be rolled over to the next year. However, as of January 1 of each year, only two floating holidays will be available for that calendar year. Employees may not elect pay in lieu of taking a floating holiday. To be eligible to take a floating holiday, an Employee must have been employed in a regular full-time position for the six months immediately preceding the requested holiday and currently be in paid status. An Employee may use a floating holiday as the Employee's last day of employment. Compensation for any

floating holiday earned but not used at the time of termination shall be included in the Employee's final paycheck.

ARTICLE 14. SICK LEAVE

Full time Employees shall accrue up to twelve (12) sick leave days per year, at the rate of one day per month of service.

Employees may use accrued sick leave only with the approval of their Department Head during their first six (6) months of service. Employees shall have the right of unlimited accumulation of sick leave.

Upon termination of employment in good standing, the accumulated sick leave may be sold back as follows:

<u>Total</u> <u>Accumulated Sick Leave</u>	<u>Buyout</u> <u>Rate</u>
0 – 29 days	0%
30 – 39 days	10%
40 – 49 days	20%
50 – 59 days	30%
60 – 69 days	40%
70 days or more	50%

The formula for the buyback shall be: Total accumulated days multiplied by the current hourly rate in effect at the date of separation multiplied by the buyout rate from the chart above.

For Employees hired on or after July 1, 2012, upon termination of employment in good standing, the accumulated sick leave buyout shall not exceed 10% of all accumulated hours in excess of 29 days.

Upon retirement, an Employee may choose to 1) convert his/her total sick leave to CalPERS service credit; or 2) sell back his/her sick leave under the schedule noted above. The sick leave remaining after the buyout will be converted to CalPERS service credit under Section 20965, "Credit for Unused Sick Leave."

Sick leave may be used in the event of one of the following circumstances:

1. Actual illness or injury of the Employee;
2. The Employee's exposure to a contagious disease;

3. Medical or dental appointments of Employee and Employee's immediate family members when such appointments cannot be arranged during off-duty hours and when the Employee's presence is required;

4. Where the Employee's medical attention to an immediate family member is required. Immediate family is defined as the Employee's mother, father, spouse, domestic partner, child, or any person living in the Employee's immediate household.

Coordination of Sick Leave and Disability Benefits: Sick leave benefits and benefits received by an Employee under the Workers Compensation Law for a work related injury or under the State Disability Insurance Law for a non-work related injury shall be integrated as follows:

A. An Employee who sustains a non-work related injury or illness and who receives State Disability Insurance (SDI) benefits shall:

1. If he/she has accumulated sick leave, be treated as on sick leave; and

2. Receive full salary, which shall be a combination of compensation from the City and SDI.

3. When all available leave hours, beginning with sick leave hours, are exhausted he/she shall only receive SDI to the extent permitted by law.

4. During such period, sick leave shall be deducted from the Employee's accumulated sick leave in the same ratio as the City portion of compensation bears to total compensation.

B. A non-safety Employee injured on duty who is receiving Workers Compensation benefits shall be treated in the same manner as an Employee receiving SDI as set forth in paragraph A. above.

C. An Employee who is entitled to a disability retirement (either at his/her own request or as a result of City action) under CalPERS shall not be entitled to use sick leave to defer the effective date of retirement as provided by Government Code Section 21163.

ARTICLE 15. MANAGEMENT LEAVE

A significant amount of skill, effort, and devotion is required to be successful in a management position. In recognition of this, management leave is granted as part of the total management compensation package. Staff assigned to a Management

classification are expected to devote the time necessary to successfully perform the position's responsibilities and to accomplish established goals. Attendance at after-hours meetings or community gatherings is frequently required of management positions. Further, staff assigned to management positions frequently spend personal time doing work related tasks. The compensation established for Management classifications is not affected by the amount of time required, on an individual basis, for successful performance. Full time management positions will typically require a minimum of eighty (80) hours per bi-weekly pay period.

Management personnel below the Director level may schedule their time as needed to meet the service needs of their division subject to review and concurrence by the Department Director, Division Manager, or Chief. Directors may schedule their time as needed to fulfill their management role in the department and any inter-departmental responsibilities that may be assigned. This schedule shall be subject to the review and concurrence by the City Manager.

The following list of Employees shall be eligible for the specified management leave each fiscal year. Such leave shall be scheduled with the concurrence of the Employee's immediate supervisor. For existing Employees hired prior to July 1, 2012, the City Manager retains the discretion to determine management leave based on individual circumstances above the limits established below not to exceed 80 hours.

City Manager	Per Employment Agreement
City Attorney	Per Employment Agreement
Police/Fire Chief	Per Employment Agreement
Ranges 23 through 32 (Salary Schedule)	40 Hours
Other Management Employees at the discretion of the City Manager not to exceed 40 hours	

Employees shall be credited with and have available for use the number of days as established above as of July 1 each year. Should any Employee be hired or promoted into a management position after July 1, they shall be credited with a prorated amount of management leave for the balance of the fiscal year. Upon resignation or other termination of employment in good standing, the Employee shall receive a prorated amount of unused management leave on the books as of the date the resignation is submitted or the other termination is effected based on the portion of the fiscal year actually worked.

Management leave shall not be cumulative from year to year and may not be cashed out in-lieu of use.

ARTICLE 16. BEREAVEMENT LEAVE

Each Employee will be eligible for up to three (3) working days of bereavement leave for purposes of bereavement following the death of a relative or domestic partner. If an Employee requests additional time off for bereavement, an additional two (2) days may be charged to accrued sick leave. The five-day limit will apply to all deaths that occur simultaneously.

Relatives Covered:

Spouse (including common law)	Son
Domestic Partner	Daughter
Father	Sister
Mother	Brother
Father-in-law	Grandchildren
Mother-in-law	Grandmother
Grandfather	

The following step/foster relationships are covered:

Mother	Daughter
Father	Sister
Son	Brother
Grandfather	Grandmother

Bereavement leave is also available following the death of any child, close relative, or domestic partner who resided with the employee at the time of death.

The Employee shall notify his/her supervisor as soon as possible (but no later than the beginning of the next workday) of the occurrence requiring bereavement leave and shall provide documentation, if requested, to support the request. Such leave must commence not later than 24 hours following the notification to the City and must be taken consecutively with the exception of out of state services as covered below.

When the funeral/memorial services for a deceased relative are not scheduled immediately after the death, an Employee is eligible to use up to eight (8) hours of the bereavement leave, as provided above to attend funeral/memorial services for the relatives listed above of up to 24 hours for funeral/memorial services held out of state. Proof of date and location of services must be provided by the Employee to the Employee's supervisor. To be eligible, the funeral/memorial services must be held within forty-five (45) days following the death(s).

ARTICLE 17. FAMILY CARE AND MEDICAL LEAVE

An Employee shall be eligible to take leave for up to twelve (12) weeks each twelve month period for personal or family illness, or following the birth or adoption of

his/her child in accordance with the California Family Rights Act (CFRA) (Government Code Section 12945.2) and the Federal Family and Medical Leave Act (FMLA) (Title 29, Part 825, Code of Federal Regulations).

An Employee who is in unpaid status during a Family Care & Medical Leave will suffer no break in service for purposes of determining seniority under the Personnel Rules of the City of Rocklin.

The City reserves the right to transfer an Employee who is taking intermittent Family Care & Medical Leave for medical treatment when it is determined to be in the best interest of the City that the functions of the affected position be performed on a full-time basis. The position to which the Employee is transferred must be comparable to the Employee's regular position and the Employee will be returned to their original position on completion of their treatment, subject only to their being capable of performing all of the major elements of the job.

The City may require the Employee to utilize all accrued sick leave, vacation, management leave, and floating holidays to cover the period which otherwise would be unpaid. If the Employee chooses, they may reserve five (5) days of accrued vacation leave for use upon their return from an extended period of Family Care & Medical Leave.

- A. "Extended Period" is defined as an absence of two (2) weeks or more.
- B. If all other leave is exhausted at the expiration of the Family Care & Medical Leave, an Employee may use the reserved vacation leave for purposes of sick leave and medical appointments for the Employee and his/her dependents for a period of three (3) months after his/her return from Family Care and Medical Leave.
- C. Accrued leave will be coordinated with Disability or Workers Comp benefits as appropriate.

ARTICLE 18. MATERNITY LEAVE

The City will provide up to four (4) months of unpaid leave to female Employees for pregnancy-related disability, in accordance with Govt. Code Section 12945(b)(2). Leave for pregnancy-related disability will run concurrently with the Federal Family and Medical Leave Act (FMLA). The Employee may use accrued vacation and sick leave to cover the period of her disability leave which would otherwise be unpaid. Any accrued vacation leave, sick leave, and management leave must be exhausted before an Employee's unpaid leave begins, except as provided below.

During the period of her disability, an Employee's paid leave will be integrated with any State Disability benefits she may receive.

An Employee may retain up to five (5) days of accrued vacation leave for use upon her return from maternity leave. The retained vacation leave may be used for purposes of sick leave and medical appointments for the Employee and her dependents for a period of six (6) months after her return from maternity leave.

An Employee may request to use family leave to extend her maternity leave as follows:

A. Upon recovery from her pregnancy-related disability, an Employee may request up to twelve (12) weeks bonding leave under the terms and conditions of Article 17, Family Care and Medical Leave, and the California Family Rights Act (CFRA). Bonding leave must be taken in increments of two (2) weeks or more.

B. An Employee, who has not recovered from her pregnancy-related disability upon expiration of the four-(4) months to which she is entitled under Govt. Code Section 12945 (b) (2), may request up to twelve (12) weeks of family leave to recover from her disability. This leave may be granted under the terms and conditions of CFRA.

An Employee, who has not recovered from her pregnancy-related disability at the expiration of the twelve (12) weeks of Family Care and Medical Leave, may request an extension of her leave of absence for an additional ninety (90) days under the terms and conditions of Article 19, Leave of Absence Without Pay. The City may grant the extension, if conditions warrant such an extension.

Except where specifically stated in this section, Maternity leave will be governed by the terms and conditions of Article 19, Leave of Absence Without Pay.

ARTICLE 19. LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay may be granted to any Employee with the approval of the City Manager for the following purposes:

A. Illness beyond that covered by sick leave and Family Care and Medical Leave.

B. Other personal reasons which do not impair the effectiveness of the City.

1. To be eligible for a leave of absence for personal reasons, an Employee must be in good standing, and have received no disciplinary actions in the 12 months prior to the request.

2. Terms and conditions of the leave shall be specified in writing.

Duration: Leave of absence for any of the above reasons may be granted for a period not to exceed ninety (90) days. At the request of the Employee, the City Manager may extend a leave of absence for the purposes specified in A and B above by an additional ninety (90) days, if conditions warrant such an extension.

Revocation of Leave of Absence: A leave of absence may be revoked by the City Manager upon evidence that the cause for granting the leave of absence was misrepresented or has ceased to exist.

Reinstatement Upon Termination of Leave of Absence: Upon the expiration of the leave of absence, the Employee shall be reinstated to his/her former position, if available, or an equivalent position.

Non-Qualifying Service: Leave of absence shall not be counted as qualifying service for the purposes of accruing vacation, sick leave, and merit salary adjustments. An Employee on unpaid leave who has exhausted his/her maintenance of benefits extension granted under FMLA and CFRA may maintain health, dental, vision, LTD and life insurance policies by remitting full monthly premium payments to the City or the individual carriers if so directed by the City. The City will pay no portion of such premium while the Employee is on unpaid leave.

Vacation/Management Leave: All accrued vacation and management leave must be used prior to the effective date of leave of absence without pay.

ARTICLE 20. MANDATORY TIME OFF (MTO)

The Mandatory Time Off (MTO) program shall require Employees take ten (10) days off from work without pay each fiscal year for the term of this Document. This furlough program is the approximate equivalent of a 3.5% pay reduction in base salary. The MTO dates with the corresponding pay periods are as follows. It is understood that specific departments may need to establish alternate MTO dates within the corresponding pay periods to address operational needs.

<u>FISCAL 2012 / 2013</u>		<u>FISCAL 2013 / 2014</u>		<u>FISCAL 2014 / 2015</u>	
<u>2012</u>		<u>2013</u>		<u>2014</u>	
MTO	Pay Period	MTO	Pay Period	MTO	Pay Period
July 06	6/30 - 7/ 13	July 05	6/29 - 7/ 12	July 03	6/28 - 7/ 11
Aug 3	7/28 - 8/10	Aug 2	7/27 - 8/9	Aug 1	7/26 - 8/8
Aug 31	8/25 - 9/7	Aug 30	8/24 - 9/6	Aug 29	8/23 - 9/5
Oct 12	10/6 - 10/19	Oct 11	10/5 - 10/18	Oct 10	10/4 - 10/17
<u>2013</u>		<u>2014</u>		<u>2015</u>	
Jan 18	1/12 - 1/25	Jan 17	1/11 - 1/24	Jan 16	1/10 - 1/23
Feb 15	2/9 - 2/22	Feb 14	2/8 - 2/21	Feb 13	2/7 - 2/20
Mar 15	3/9 - 3/22	Mar 14	3/8 - 3/21	Mar 13	3/7 - 3/20
Apr 19	4/6 - 4/19	Apr 18	4/5 - 4/18	Apr 17	4/4 - 4/17
May 24	5/18 - 5/31	May 23	5/17 - 5/30	May 22	5/16 - 5/29
Jun 21	6/15 - 6/28	Jun 13	5/31 - 6/13	Jun 12	5/30 - 6/12

The City shall notice Employees of the MTO dates for each year at the same time that notice of pay periods and dates of observed holidays for that year are provided.

The City reserves the right to rescind or modify the program at any time in the future. Participation in the program is subject to the following rules and guidelines:

- A. The MTO program is mandatory and the dates selected for MTO are not negotiable.
- B. MTO will not affect time toward step advancements, completion of probation, seniority, or receipt of holiday pay.
- C. MTO will count as paid time in determining sick leave and vacation accruals.
- D. Paid leave time cannot be used in lieu of MTO.
- E. MTO will not affect health and welfare insurance plan contribution amounts, if any (medical, dental, vision and life).
- F. Exempt employees lose their overtime exemption in the week in which they take MTO. Therefore, exempt employees agree not to be in paid status in excess of 32 hours in any week that an MTO day occurs.
- G. Overtime entitlements within a work period will be based upon hours in paid status.

H. Employees will earn CalPERS service credits as described in the CalPERS law. Under CalPERS law, a full year of service credit is earned if an employee has a minimum of 1,720 paid hours (excluding overtime) in a fiscal year.

SECTION V – MISCELLANEOUS TERMS AND CONDITIONS

ARTICLE 21. HOLIDAY FURLOUGH

The City may schedule a voluntary work furlough between the Christmas and New Year's holidays each year. The establishment of such a furlough will be at the City's sole discretion.

A. By April 1 of each year Employees will be notified if and when the furlough is scheduled.

B. By October 1 of each year that a furlough is scheduled, holiday furlough forms shall be distributed to Employees for responses as to whether or not they plan to participate in the furlough.

C. By November 1 of each year that a furlough is scheduled, supervisors will notify those Employees who will be required to work during the furlough.

ARTICLE 22. CITY MANAGER ADDITIONAL AUTHORITY

Notwithstanding any of the provisions above, the City Manager may negotiate employment agreements for Directors outside of the terms of this Document provided that the employment agreement be brought to City Council for ratification at the earliest opportunity.

EXHIBIT A
CITY OF ROCKLIN
2012/2015 MANAGEMENT SALARY SCHEDULE
(Annual Salary)
July 1, 2012

<u>Classification</u>	<u>Range</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Finance and Budget Analyst Human Resources Analyst	7	62181	65283	68544	71977	75571	79351
Information Technology Project Analyst	8	63731	66917	70266	73779	77468	81344
Senior Finance and Budget Analyst	9	65324	68590	72023	75624	79404	83378
Parks & Recreation Superintendent Systems Administrator	14	73912	77608	81484	85568	89845	94329
City Clerk Management Analyst Senior Planner	15	75758	79551	83517	87695	92089	96679
Senior Engineer	17	79590	83569	87749	92141	96746	101578
Engineering & Building Services Manager Human Resources Division Manager Planning and Housing Services Manager	18	81582	85662	89949	94432	99157	104127
Network Systems Manager	22	90052	94549	99275	104239	109457	114927
Deputy Director – Public Services	23	92302	96919	101764	106848	112199	117801
Chief Financial Officer Director of Community Development Director of Parks & Recreation Director of Public Services	29	107047	112397	118015	123911	130113	136620
Deputy Chief of Police	32	115272	121033	127086	133432	140107	147110